

DEREHAM TOWN COUNCIL

28th October 2025

At a meeting of the **Markets & Buildings Committee** held at the Memorial Hall on **Tuesday 28th October 2025 at 7pm.**

Present: Councillors S Green (Chairman), H King, L King and R O'Callaghan

Also present: Councillors P Duigan, Z Flint, R Jamieson, Town Clerk A Needham, Deputy Town Clerk J Barron and Town Council Officer T Thompson.

1. **To receive apologies for absence.**
Apologies for absence were received from Councillor C Coleman.
2. **Declaration of Interest.**
There were no declarations of interest.
3. **To consider Tuesday Market Tolls.**
The committee reviewed the current incentives and recommended no changes are made to these. Councillors acknowledged the general decline in the public's support of markets due to online trends and an increase in low cost high street stores.

The Committee recommended a new incentive. Existing traders who introduce a new market trader will receive 4 weeks free if the new trader stays for 4 weeks.
--

4. **To consider assisting with additional Flower Baskets.**
Item withdrawn.
5. **To consider secondary glazing at 58 Norwich Street.**
After considering costs and that there was no immediate need to install secondary glazing, the Committee did not wish to proceed.
6. **To confirm letting rooms in the Assembly Rooms.**
Councillors considered requests from ASD Helping Hands, who had requested three rooms, and the Sue Lambert Trust, who had requested one room. Dereham Heritage Trust had already been allocated one room at a reduced rent but had asked for a second at half price. There were four rooms available.

The Committee recommended that ASD Helping Hands was offered three rooms to rent at the Assembly Rooms and the Sue Lambert Trust one room to rent at the Assembly Rooms.
--

7. **To confirm price paid when booking the Memorial Hall some years in the future.**

This item was referred back to the Markets and Buildings Committee by Full Council in August 2025 due to concerns that hirers booking well in advance were unaware of their final hire fees. A report on historic pricing, how other venues approached this issue, and possible options was provided for consideration.

The Committee recommended that a table of fees showing charges for future years be drawn-up. As a default, fees would be raised by 4% per annum, locked in for those booking well in advance. Fees would be reviewed annually and adjustments made to the table of fees.

The Committee recommended that hirers paying the full hire fee upfront would be protected from future price rises before their date of hire.

8. **To consider servicing louvre vents.**

The Committee recommended that louvre vents in the Memorial Hall Main Hall are serviced at an estimated cost of £2,500, and at the same time inline connectors are fitted to each unit to facilitate easier maintenance in the future.

9. **Memorial Hall roof tiles.**

The Town Clerk gave a verbal update on the discovery of broken roof tiles and their recent repair. A follow-up drone inspection may be advisable as all tiles are of the same age.

Chairman